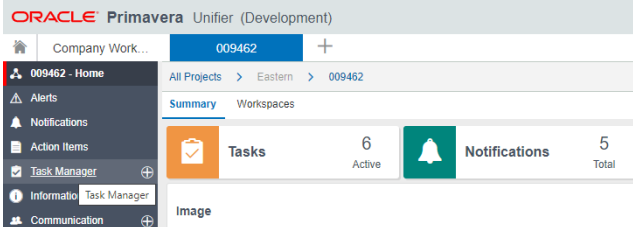
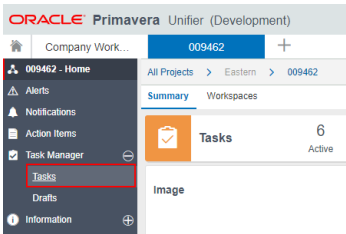
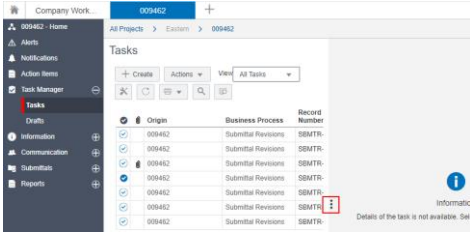
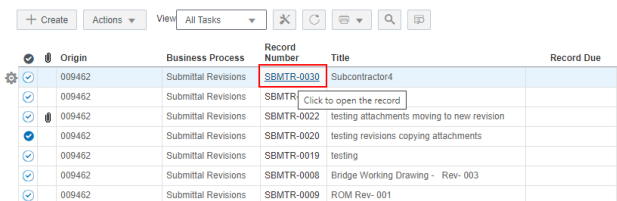
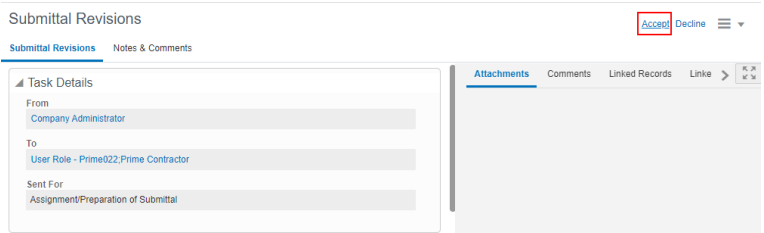
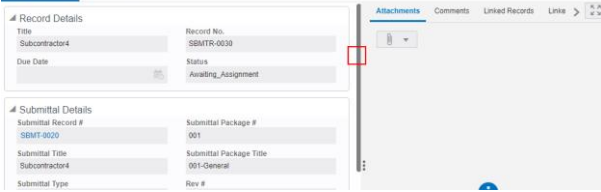
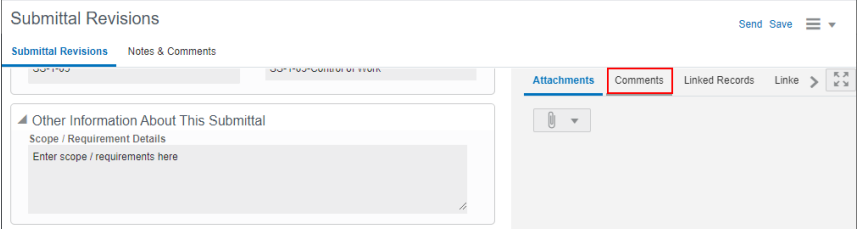
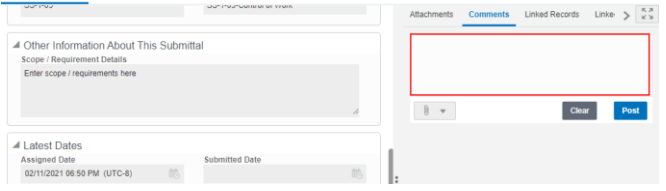

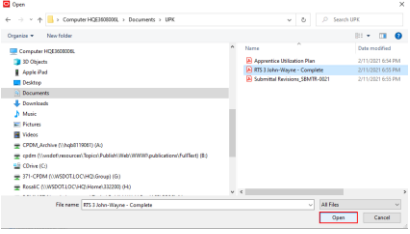
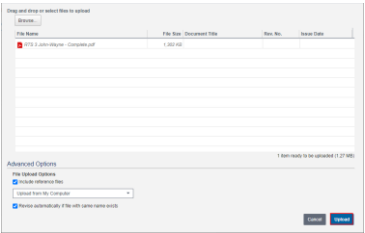
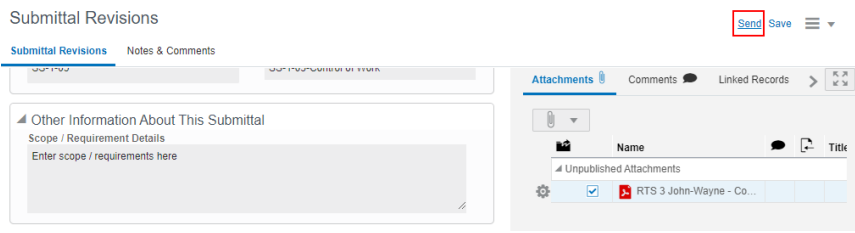
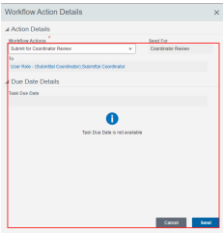


## Submittal-2: Attach Documents and Submit (Contractor) NEW

Step	Action																																			
1.	<p>Click <b>Task Manager</b>.</p> 																																			
2.	<p>Click <b>Tasks</b>.</p> 																																			
3.	<p>Click <b>Three dots</b> to see full task list.</p> 																																			
4.	<p>Click <b>Submittal</b> to be submitted.</p> <p>Tasks</p>  <table><thead><tr><th>Origin</th><th>Business Process</th><th>Record Number</th><th>Title</th><th>Record Due</th></tr></thead><tbody><tr><td>009462</td><td>Submittal Revisions</td><td>SBMTR-0030</td><td>Subcontractor4</td><td></td></tr><tr><td>009462</td><td>Submittal Revisions</td><td>SBMTR-0022</td><td>testing attachments moving to new revision</td><td></td></tr><tr><td>009462</td><td>Submittal Revisions</td><td>SBMTR-0020</td><td>testing revisions copying attachments</td><td></td></tr><tr><td>009462</td><td>Submittal Revisions</td><td>SBMTR-0019</td><td>testing</td><td></td></tr><tr><td>009462</td><td>Submittal Revisions</td><td>SBMTR-0008</td><td>Bridge Working Drawing - Rev- 003</td><td></td></tr><tr><td>009462</td><td>Submittal Revisions</td><td>SBMTR-0009</td><td>ROM Rev- 001</td><td></td></tr></tbody></table>	Origin	Business Process	Record Number	Title	Record Due	009462	Submittal Revisions	SBMTR-0030	Subcontractor4		009462	Submittal Revisions	SBMTR-0022	testing attachments moving to new revision		009462	Submittal Revisions	SBMTR-0020	testing revisions copying attachments		009462	Submittal Revisions	SBMTR-0019	testing		009462	Submittal Revisions	SBMTR-0008	Bridge Working Drawing - Rev- 003		009462	Submittal Revisions	SBMTR-0009	ROM Rev- 001	
Origin	Business Process	Record Number	Title	Record Due																																
009462	Submittal Revisions	SBMTR-0030	Subcontractor4																																	
009462	Submittal Revisions	SBMTR-0022	testing attachments moving to new revision																																	
009462	Submittal Revisions	SBMTR-0020	testing revisions copying attachments																																	
009462	Submittal Revisions	SBMTR-0019	testing																																	
009462	Submittal Revisions	SBMTR-0008	Bridge Working Drawing - Rev- 003																																	
009462	Submittal Revisions	SBMTR-0009	ROM Rev- 001																																	

Step	Action
5.	<p>Click <b>Accept</b>. Click the <b>Chrome Legacy Window</b> object.</p> 
6.	<p>Click on <b>gray bar</b> in center of page, drag downward to review Submittal information.</p> 
7.	<p>Click <b>Comments</b> to add applicable comments to submittal.</p> 
8.	<p>Enter <b>Comments</b>. Example "<b>Submitting RTS for Subcontractor 5</b>".</p> 
9.	<p>Click <b>Post</b>.</p> 

Step	Action
10.	<p>Click <b>Attachments</b> to add submittal attachment(s).</p> 
11.	<p>Click <b>Drop down</b> to add <b>attachment(s)</b>.</p> 
12.	<p>Click <b>Browse</b> (if file to attach resides outside of Unifier) or Document Manager (if file to attach resides inside of Unifier).</p> 
13.	<p><b>Browse</b> to browse to file location.</p> 
14.	<p>Double-click <b>File(s)</b> to attach.</p> 

Step	Action
15.	<p>Click the <b>Open</b> button.</p> 
16.	<p>Click <b>Upload</b>.</p> 
17.	<p>Click <b>Send</b>.</p> <p>Submittal Revisions</p> 
18.	<p>Click drop down to select <b>Workflow Action</b>; (Note: At this step Workflow Action defaults to <b>Submit for Coordinator Review</b>).</p> <p>Click <b>Send</b>.</p> 
19.	<p><b>End of Procedure.</b></p>